



Department for Transport

REDACTED

Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR
Direct Line: **REDACTED**

KELLY EXECUTIVE SERVICES LTD
63 Phoenix Way
Hounslow
TW5 9NB
Email: **REDACTED**

Email: **REDACTED**

Web Site: www.dft.gov.uk

Ref: TRSS10170

07 March 2022

Dear **REDACTED**,

Re: TRSS10170 Provision of Executive Cars for Ministers

On behalf of the Secretary of State for transport and the Government Car Service (GCS) I am pleased to confirm award of the above contract.

1. The documents listed below form a binding contract between you and this Department.
 - (i) The publication of our Statement of Requirements, forming the request for proposal sent to you on 11th January 2022.
 - (ii) Department for Transport general contract terms and conditions for services below £5m, copy of which is embedded in this document
 - (iii) Your proposal and documents submitted in response to our Invitation to Tender dated 11th January 2022.
2. The contract will commence on 9th March 2022, for a period of three (3) years ending on 8th March 2025 ("**the Initial Term**"). The Department has the option to extend the Contract for a further period of one (1) year.
3. The firm Contract price will be up to a maximum but not a guarantee of £180,000 excluding VAT for the Initial Term. This amount is not to be exceeded without the Department's prior permission in writing.
4. Invoices shall be submitted via post:

Shared Services arvato
Sandringham Park
Swansea Vale
Swansea
SA7 0EA

Or Via email: SSa.invoice@sharedservicesarvato.co.uk

5. Please sign a copy of this letter to confirm your acceptance of the contents and return to **REDACTED**.

You may contact the Contract Manager, **REDACTED** to discuss any matters relating to the commencement of the Contract.

Yours sincerely

REDACTED

Commercial Relationship Manager
by authority of the Secretary of State for Transport

Signed:..... **REDACTED**

.....

Name..... **REDACTED**

.....

Position

Date:7th March 2022.....



06 GCS Pricing
schedule TRSS10170



Kellys - Government
Car Service Document



04 Statement of
Requirements - GCS



Department for
Transport T&Cs_Kellys